

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH  
Olive View Community Mental Health Urgent Care Center**

**VACANCY ANNOUNCEMENT**

**INTERMEDIATE TYPIST CLERK**

**This is not an official examination bulletin**

The Olive View Community Mental Health Urgent Care Center is an Urgent Care facility located in Service Area 2, located in Sylmar. Olive View UCC is now seeking a qualified, motivated individual to fill a position of Intermediate Typist Clerk. The Olive View UCC is a multi-disciplinary treatment team consisting of social workers, psychiatrists, nurses, psychologists, medical case workers and peer advocates who addresses serious psychiatric symptoms and helps clients achieve mental health stability.

**EXAMPLES OF RESPONSIBILITIES**

- Checks units of Service information for accuracy and submits billing to Integrated System (IS)
- Performs reception counter duties, including monitoring and scheduling appointments for the Doctors and Clinical staff
- Open and Close charts into the IS system
- Occasionally assists with financial screening
- Answers phone calls
- Working in chart room filing, photocopying, faxing, and sorting and distributing mail and assists with maintaining records
- Responds to phone inquiries for general information
- Completes complex charts, forms, statistical and similar documents from rough draft
- Extreme accuracy in typing skills a must
- Check documents for completeness, accuracy and compliance with legal and other requirements
- Provides backup coverage or serves as a Keeper of Records and other protected health information in compliance with DMH HIPPA standards and regulations
- Provides backup or serves as Liaison for all Special Requests
- Works on special assignments and reports under the direction of Business office Manager and MH Clinical Program Head as needed

Please fax or email resume, last two performance evaluations, master time cards and letter of interest by 01/06/2012 to:

Annette Solano, Staff Assistant, Business Office Manager

[Asolano@dmh.lacounty.gov](mailto:Asolano@dmh.lacounty.gov)

Phone: (818) 485-0888

Fax: (818) 833-5690

**AN EQUAL OPPORTUNITY EMPLOYER**